

Request for Proposals

For

e-Business Architecture Project

Released by

State of Washington

Department of Retirement Systems

6835 Capitol Boulevard

P.O. Box 48380

Tumwater, WA 98504-8380

RFP 02-603

**State of Washington
Department of Retirement Systems
Olympia, WA**

Request for Proposals

RFP 02-603

Project Title: e-Business Architecture Project

Proposal Due Date: August 23, 2002

Expected Time Period: September 2002 – December 2002

1. INTRODUCTION

1.1 BACKGROUND

Department of Retirement Systems

The Washington State Department of Retirement Systems (DRS) is a state agency created by the 1976 Washington State Legislature. The enabling legislation is found in Chapter 41.50 Revised Code of Washington (RCW). DRS currently administers the state's seven public sector retirement systems with thirteen separate plans. The retirement systems and plans are Public Employees' Retirement System (PERS) Plan 1, Plan 2 and Plan 3; School Employee's Retirement System (SERS) Plan 1 and Plan 2; Teachers' Retirement System (TRS) Plan 1, Plan 2, and Plan 3; Law Enforcement Officers' and Fire Fighters' Retirement System Plan 1 and Plan 2; the Washington State Patrol Retirement System, the Judicial Retirement System, and the Judges' Retirement Fund. All are defined benefit plans, with the exception of Plan 3 for PERS, SERS and TRS, which are dual hybrid defined benefit/defined contribution plans.

DRS also administers the Deferred Compensation Program (DCP), and the Dependant Care Assistance Program (DCAP).

e-Business Architecture Project

DRS is positioning itself to be able to develop services that can be provided to customers via the Internet. Projects already undertaken and/or completed have identified the need for standardized hardware and software, a standardized development methodology and a standard set of application development tools.

The e-Business Architecture Project was formed from DRS staff familiar with the development of e-Business applications. The objective is to identify, define, document and implement the use of standards appropriate for the expansion of e-Business applications.

1.2 PURPOSE OF THE REQUEST FOR PROPOSALS

DRS is seeking to retain a qualified firm to provide support services to the e-Business Architecture project. The vendor chosen will participate in assessment of hardware and software, systems development, maintenance and testing practices and outcomes, system development tools, facilitating process improvements, training, and other work required to achieve the objectives of the project.

1.3 PERIOD OF PERFORMANCE

The period of performance of the contract resulting from this RFP, is tentatively scheduled to begin September 3, 2002 and conclude no later than December 31, 2002.

1.4 DEFINITIONS

- **“Respondent”** shall mean an entity intending to submit or submitting a proposal for the project.
- **“Apparently Successful Respondent(s)”** shall mean the Respondent(s) selected by Department of Retirement Systems (DRS) as the most qualified entity to perform the stated services.
- **“Director”** shall mean the agency employee authorized by RCW 41.50.020 who serves as the executive and administrative head of DRS.
- **“RFP”** shall mean this Request for Proposals, any addendum or erratum thereto, Respondents’ written questions and the respective answers, and any related correspondence that is: (1) addressed to all Respondents and (2) signed by the Director, Deputy Director, their designee, or the RFP Coordinator.
- **“DRS”** shall mean the Washington State Department of Retirement Systems as described in Chapter 41.50 RCW.

1.5 Objectives of the contract:

The Contractor will assist the project team to:

- Identify and document industry accepted standards;
- Present recommendations to management;
- Create/document DRS standards for development of e-Business applications; and,
- Implement the standards.

2. VENDOR QUALIFICATIONS

Respondents must satisfy *all* of the following mandatory qualifications in order to be considered for the contract award.

- A. The Respondent must have provided support services for establishing e-Business information technology infrastructures, preferably in the public sector.
- B. The Respondent must be familiar with and have successful experience developing e-Business applications.
- C. The Respondent must accept the written contract as supplied by DRS.
- D. Neither the Respondent, nor its subcontractors or affiliates or their officers or employees shall have a material conflict with DRS.
- E. The Respondent must be licensed to do business in the State of Washington during the contract period of performance.
- F. The Respondent will be required to provide DRS with proof of applicable insurance(s).

The Respondent must be able to properly manage any actual, potential or appearance of conflict of interest, in the event the respondent has another contract with DRS which is pending, current, or anticipated.

3. GENERAL INFORMATION FOR RESPONDENTS

3.1 RFP COORDINATOR

The RFP Coordinator is the sole point of contact for this selection action. Throughout the duration of the procurement process, all questions and other communications concerning the procurement are to be directed, in writing, to the contact listed below.

Unauthorized contact regarding the procurement with other DRS staff after issuance of this RFP will disqualify the Respondent.

Washington State Department of Retirement Systems
P.O. Box 48380
Olympia, WA 98504-8380
ATTN: Jim Gunn, RFP Coordinator

Telephone: (360) 664-7264

FAX: (360) 753-5397

E-mail: jimg@drs.wa.gov

Any questions regarding this RFP must be in writing or by e-mail, and must be received at DRS by 5:00 p.m. Pacific Time, August 20, 2002. The questions received and the answers will be posted on the DRS Web site. The address is: www.wa.gov/DRS/vendors/index.htm

3.2 SUBMISSIONS

One original copy of a vendor's proposal, with appropriate signatures, and an electronic copy in Microsoft Word format on a floppy disk are required.

Respondents mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the RFP Coordinator. **Proposals may not be transmitted using electronic media such as facsimile transmission or electronic mail.** Notwithstanding the provisions of RCW 1.12.070, postmarks will not be considered as date received for the purposes of this RFP. Late proposals will not be accepted, nor will time extensions be granted.

The outside of a proposal's packaging should clearly identify the RFP being responded to, including the RFP number (02-603).

All proposals and accompanying documentation become the property of DRS and will not be returned.

3.3 PROPOSAL FORMAT

The proposal must include:

- The name and contact information of the person who will be DRS' contact, and who can speak on behalf of the Respondent for purposes

of this RFP.

- A description of your approach to successful completion of this project (limited to not more than three pages).
 - Describe how you plan to provide services to meet the objectives and produce the deliverables outlined in the Statement of Work (Attachment A). This includes how many individuals will be assigned, for what period, and what role they will play if you are proposing multiple individuals.
 - Describe, in general terms, the steps you think the team should take in completing the project.
 - Describe how you propose DRS handle the unique problems associated with instituting procedural and organizational change. Describe situations in which your Company has provided similar services and any innovative solutions or procedures that were used.
 - Describe the experience and capabilities your Company will bring to this assignment that will benefit DRS.
- A statement that all applicable insurances will be in effect during the term of the contract. (The Company will be asked to provide a statement from their insurance carrier at the time the contract is finalized.).
- The Company's Federal and State tax ID's and their State UBI #.
- The names and contact information for at least two clients for whom similar work has been done within the last three years.
- Resumes for all individuals who will be assigned to this project and a statement by the Company that each individual will be available during the term of the contract. Resumes must include professional references for similar or related work done within the last three years.
- An hourly rate for each individual assigned. DRS expects these rates to be at or below your stated "Not to Exceed" rate for Journey or Senior level staff. Hourly rates will be subject to negotiation at the time of contract finalization.

Responses should be in the order outlined above.

3.4 SIGNATURES

The proposal must be signed and dated by a person authorized to legally

bind the Respondent to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship.

3.5 ESTIMATED SCHEDULE OF ACTIVITIES

Event	Date
Issue RFP	By August 16, 2002
Proposals due	August 23, 2002
Evaluation Period	August 26 thru August 28, 2002
Interviews, if necessary	August 26 thru August 28, 2002
Announcement of apparently successful Respondent(s)	August 28, 2002
Contract finalization	August 30, 2002
Work on Contract begins	On or about September 3, 2002

3.6 FAILURE TO COMPLY

The Respondent is specifically notified that failure to comply with any part of the RFP will result in rejection of the proposal as non-responsive.

3.7 REVISIONS TO THE RFP

DRS reserves the right to revise the RFP and/or to issue addenda to the RFP. DRS also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract. In the event it becomes necessary to revise any part of the RFP, addenda will be available on the DRS website.

3.9 SUBMISSION LIMIT

After submission, Respondents will not be allowed to amend the proposal. Responses consisting solely of marketing materials are not acceptable and will be rejected.

3.10 MOST FAVORABLE TERMS

DRS reserves the right to make an award without further discussion of the proposal submitted. (**An exception** is that the RFP Coordinator may contact the Respondent for clarification of a portion of the Respondent's proposal.) There will be no best and final offer process. Therefore, the Respondent should submit the initial proposal on the most favorable terms the Respondent can propose.

3.11 OBLIGATION TO CONTRACT

This RFP does not obligate the State of Washington or DRS to contract for service(s) specified herein.

3.12 COSTS TO PROPOSE

DRS will not be liable for any costs incurred by the Respondent in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

3.13 COMMITMENT OF FUNDS

The Director of DRS or his delegate are the only individuals who may legally commit DRS to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

3.14 INSURANCE COVERAGE

The Respondent must indicate in their submittal and as a condition of contract award, that the Respondent will provide proof of insurance from the Respondent's insurance carrier, showing compliance with the insurance requirements set forth below.

The Company awarded the contract shall, at the Company's own expense, obtain and keep in force insurance coverage which shall be maintained in full force and effect during the term of the contract. The Company shall furnish evidence in the form of a Certificate of Insurance that insurance shall be provided, and a copy shall be provided to DRS during contract finalization.

Liability Insurance

- 1) Commercial General Liability Insurance:** The Company shall maintain general liability (CGL) insurance and, if necessary, commercial umbrella insurance, including contractual liability, in adequate quantity to protect against legal liability arising out of contract activity, but no less than \$1,000,000 per occurrence. Additionally, the Company is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

Business Auto Policy: In the event that services delivered pursuant to this contract involve the use of vehicles, either owned or

unowned by the Company, the Company shall maintain business automobile liability insurance with a limit not less than \$1,000,000 per occurrence, using a Combined Single Limit for bodily injury and property damage.

- 2) The insurance required shall be issued by an insurance company/ies authorized to do business in the state of Washington, and shall name the state of Washington, its agents and employees as additional insured under the insurance policy/ies. All policies shall be primary to any other valid and collectable insurance. The Company shall instruct the insurers to give DRS 30 days advance notice of any insurance cancellation.

Workers' Compensation Coverage

The Contractor shall provide or purchase applicable workers' compensation insurance coverage prior to performing work under this contract. DRS will not be responsible for payment of industrial insurance premiums for this Company, or any subcontractor or employee of Company, which might arise under the workers' compensation insurance laws during performance of duties and services under this contract. Should the Company fail to secure workers' compensation insurance coverage or fail to pay premiums on behalf of its employees, DRS may deduct the amount of premiums owing from the amounts payable to the Company under this contract and transmit the same to the appropriate workers' compensation insurance fund.

4. SUPPLEMENTAL INFORMATION

Respondents may present any supplemental information that the Respondent deems appropriate. The Respondent may also provide supporting documentation, as necessary, for evaluators to determine relevance and value. This material should be limited to not more than three pages.

5. EVALUATION AND CONTRACT AWARD

5.1 EVALUATION TEAM

The evaluation of proposals shall be accomplished by an evaluation team, designated by DRS, which will determine the proposal most responsive to the requirements stated in this RFP. Proposals will be evaluated in accordance with the requirements set forth in this RFP and any addenda that are issued. DRS reserves the right to contact references other than those supplied by the Respondent and use those references in evaluation of

the proposal.

5.2 RESPONSIVENESS

At DRS' discretion, any proposal that does not adhere to the RFP format as specified may be considered non-responsive and not subject to further evaluation.

5.3 PROPOSAL CLARIFICATION

DRS reserves the right to contact any vendor and seek clarification of proposal contents in the event the evaluation team feels clarification is necessary to fairly evaluate all proposals.

5.4 AWARD BASED ON MULTIPLE FACTORS

The evaluation process is designed to award the contract to the Respondent whose proposal best meets the requirements of this RFP. Factors will include, but are not limited to, hourly rates, quality of references, approach, and experience of the Company and the individual(s) being proposed.

5.5 PROTEST PROCEDURE

Respondents will have 24 hours in which to protest once an "Apparently Successful Vendor" has been announced. This protest procedure constitutes the sole administrative remedy available to Respondents under this procurement.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest on the part of the evaluator(s);
- Non-compliance with procedures described in the procurement document or DRS policy.

Protests are to be submitted to the RFP Coordinator via e-mail. A telephone call followed up by an e-mail is preferred.

Upon receipt of a protest, DRS will review the protest and contact the protesting Respondent. All available facts will be considered and the DRS Director or his delegate will issue a decision within two business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

If DRS determines that the protest is without merit, DRS will enter into a contract with the Apparently Successful Respondent. If the protest is determined to have merit, DRS will take one of the following remedies:

- Correct errors and re-evaluate all proposals, and/or
- Reissue the solicitation and begin a new process, or,
- Make other findings and determine other courses of action as appropriate.

The decision of the DRS Director or his delegate will be final.

6. DRS RIGHTS

6.1 PROPOSAL REJECTIONS

Determination of clarity and completeness in the responses to any of the provisions in this RFP will be made solely by the DRS evaluation team. DRS reserves the right to require clarification, additional information, and materials in any form relative to any or all of the provisions or conditions of this RFP.

DRS reserves the right to reject any or all proposals at any time prior to the execution of a contract acceptable to DRS, without any penalty to DRS.

6.2 CONTRACT AWARD

DRS intends to award the contract to the Respondent(s) with the best combination of attributes based on the criteria listed in this RFP. Should DRS fail to enter into a contract with the apparently successful Respondent(s), DRS reserves the right to award a contract to the next most qualified Respondent(s). DRS also reserves the right to contract with more than one Respondent.

6.3 PUBLICITY

No informational pamphlets, notices, press releases, research reports, and/or similar public notices concerning this project may be released by the Apparently Successful Respondent(s) without obtaining prior written approval from DRS.

6.4 WAIVERS

DRS reserves the right to waive specific terms and conditions contained in this RFP. It shall be understood by Respondents that the proposal is predicated upon acceptance of all terms and conditions contained in this

RFP unless the Respondent has obtained such a waiver, in writing, from the RFP coordinator prior to submission of the proposal. Any waiver, if granted, will be granted to all Respondents.

6.5 RECORDS RETENTION

After the date of the announcement of the Apparently Successful Respondent(s), DRS will retain one master copy of each proposal received for a period of six years. However, due to limited storage capacity and workspace efficiencies, those copies may be moved from DRS headquarters to the Washington State Records Center in Tumwater, Washington, at the end of six months from the date of announcement of the Apparently Successful Respondent(s). Thereafter, accommodation of any request made pursuant to Chapter 42.17 RCW to examine and/or photocopy proposals submitted in response to this RFP will be necessarily delayed in order to retrieve the requested records. However, DRS will retain, at its headquarters, copies of the proposal(s) from the Apparently Successful Respondent(s) for a period of six years from the execution date of contracts.